

MINUTES OF THE
AD HOC COMMITTEE TO EVALUATE RECONFIRMATION
OF PERSONNEL OPENINGS

THURSDAY, APRIL 3, 2008

At a meeting of the **Ad Hoc Committee to Evaluate Reconfirmation of Personnel Openings**, held Thursday, April 3, 2008, in the Board Room, on the 9th Floor of the Administration Building, Mt. Clemens, the following members were present:

Camphous-Peterson-Chair, D. Flynn, Rengert, Slinde, Tocco and Crouchman (ex-officio).

There being a quorum of the committee present, Chair Camphous-Peterson called the meeting to order at 9:10 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

AGENDA

MOTION

A motion was made by Rengert, supported by Tocco, to adopt the agenda, as presented. **The Motion Carried.**

EVALUATION AND RECOMMENDATION TO PERSONNEL COMMITTEE REGARDING DETERMINATION OF EACH VACANT PERSONNEL OPENING

Referring to the two-page document that was provided in committee packets, Chair Camphous-Peterson started with the first vacant position:

One General Counsel – Circuit Court

Judge Antonio Viviano informed commissioners that Chief Judge Caretti had a docket and a trial and could not be in attendance. He recalled that Judge Caretti supplied a letter pertaining to this position that was provided in committee packets. They are asking for exemption of the 20-week waiting period and want to post this position immediately. He spoke about the importance of this position to the court and the need for reconfirmation. A delay would impose a great hardship upon the court.

A discussion ensued with Mr. Herppich as to the timetable on replacement of this position. A discussion ensued with Judge Viviano if one of the other research attorney's could act as the interim director.

During discussion, Commissioner Tocco stated that she needed good, sound justification for waiving the 20-week waiting period.

Commissioner Rengert spoke in support of reconfirming this position, but felt waiving of the 20 weeks may be more appropriate for the Personnel Committee to determine.

Commissioner Tocco was not sure that this ad hoc committee has been given the direction from the Full Board to be making recommendations on the waiver. Chair Camphous-Peterson recalled at the last meeting that was a big discussion and her understanding is that this ad hoc committee is supposed to make those recommendations to the Personnel Committee.

During discussion, Judge Viviano referred to the flow chart that was provided in committee packets and spoke about this position serving departments that have to do with all court functions; everything that has to do with circuit court.

MOTION

A motion was made by Rengert, supported by Tocco, to reconfirm this position, with waiving the 20-week hiring delay; **and forward to the Personnel Committee.**

Commissioner Tocco felt clarification was needed from the Board on whether or not this ad hoc committee should be addressing the 20-week hiring delay. Chair Camphous-Peterson asked that her concerns be put in writing and they would be addressed at the Personnel Committee meeting.

A discussion ensued with Ms. Patricia McKay as to what percentage of research she does for the judges on their own cases.

Chair Camphous-Peterson called for a vote on the motion and **The Motion Carried with David Flynn voting “No.”**

Without objection, Chair Camphous-Peterson moved up the item for the Health Department, as per Mr. Kalkofen's request.

One Public Health Nurse II – Health

Mr. Herppich clarified that this position is funded more than 50% from external dollars, which automatically waives the 20 weeks on this vacancy.

Mr. Kalkofen gave an overview of the duties and function of this position and asked that the position be posted. This is the only nurse in the Health Department that is currently providing TB meds to 22 active TB carriers who are multiple drug resistant. In addition, this nurse is following the case and providing medication to 200 who are active, but not contagious. They are mandated to provide this service; two-thirds of the funding comes from the state. He will lose all funding, not a portion of it, if they do not have a nurse who is actively providing this service.

MOTION

A motion was made by David Flynn, supported by Tocco, to reconfirm this position; **and forward to the Personnel Committee. The Motion Carried.**

Note: Since Mr. Robert Slaine from Community Mental Health was not yet present, Chair Camphous-Peterson moved on to the two items for the County Clerk / Register of Deeds.

Two Computer Maintenance Clerks – County Clerk / Register of Deeds

Ms. Sabaugh gave an overview of the duties and function of these two positions. She wished what could happen is when there is a promotion from within that they do not have to wait the 20 weeks. She asked commissioners to waive the seven weeks for these two positions, since she has already waited 13 weeks.

A discussion ensued with Ms. Sabaugh about how many clerks are on rotation and if anybody is out on maternity leave or sick leave. During discussion, Ms. Sabaugh spoke about the tremendous workload that is put on her staff on a daily basis. Currently, court clerks are pulling the judges files, because she does not have the help. She cannot let her employees work overtime, but the courts can work overtime. She felt that was unfair. She said that the low level employees do a great service for this county, especially in her office. She invited commissioners to come and see what these clerks do in the court section.

A discussion ensued with Ms. Sabaugh about what the clerks downstairs do and what the court clerks do.

Lastly, Ms. Sabaugh reiterated and asked commissioners to waive the seven weeks for these two positions; noting that by the time it goes to Full Board it will only be five weeks, so she can be prepared for the summer.

Commissioner Tocco made a motion to reconfirm both positions, but could not make the motion to waive the 20-week waiting period. It was supported by David Flynn.

The motion reads as follows:

MOTION

A motion was made by Tocco, supported by David Flynn, to reconfirm both positions; **and forward to the Personnel Committee. The Motion Carried.**

Since Mr. Slaine had arrived, Chair Camphous-Peterson moved back to the item for Community Mental Health.

One Case Manager II – Community Mental Health

Mr. Slaine gave an overview of the duties and function of this position. This position serves developmentally disabled children through the Children's Waiver Program. Macomb County is the leader in the state and the best practice in the state for this program. It is a federally funded Medicaid program. The case management position is

essential to provide the services and to ensure that -- basically, what they try to do is keep the child out of a hospital and in a family home.

Chair Camphous-Peterson noted that this position is 90% other funded and asked if that is the Medicaid funding. Mr. Slaine replied, yes. Chair Camphous-Peterson further noted that this position is only 10% county funded, so because it meets over the 50% -- would not have to meet the criteria for the 20-week hiring delay.

MOTION

A motion was made by Slinde, supported by Rengert, to reconfirm this position; **and forward to the Personnel Committee. The Motion Carried.**

Three Custodian I/II positions – Facilities & Operations

Ms. Arnott-Bryks stated that the custodial people are responsible for the building maintenance within the facilities. They are maintaining approximately 1.8 million square feet of buildings. They recently had the Medical Examiner facility open and Public Works building. Looking to the future, the renovation of the Juvenile Justice Center will be completed, which will add additional square footage. Also, they received occupancy on the Hall Road location, which is approximately another 106,000 square feet. And also, the New Baltimore Court.

Ms. Arnott-Bryks said that she was not asking for a waiver of the 20-week waiting period. She asked that these positions be reconfirmed.

Commissioner Slinde recalled past discussion that a department head wondered if it was possible not to have to go through some of these departments everyday and empty baskets, because there is not public going in and so on. She asked if that overall picture could be looked at and cut back a bit. Ms. Arnott-Bryks said that they are looking at that type of thing. She spoke about the vacuuming being done daily in high traffic areas where there is a lot of public, but in some of the buildings it is done every other day. They are also looking at possibly changing some of the work hours, because a lot of times when they are trying to do the maintenance they cannot get into certain areas. They have had discussions with Human Resources on this issue.

MOTION

A motion was made by Rengert, supported by Slinde, to reconfirm all three positions; **and forward to the Personnel Committee.**

Commissioner David Flynn requested that the three positions be voted on one at a time.

Chair Camphous-Peterson called for a vote on the **first Custodian I/II position** and **The Motion Carried.**

Commissioner Tocco felt that Commissioner Slinde's request should be looked into before all of these positions are reconfirmed. She asked how many custodians there are in total. Ms. Arnott-Bryks said there are 39 throughout the county.

Chair Camphous-Peterson called for a vote on the **second Custodian I/II position** and **The Motion Carried.**

Chair Camphous-Peterson called for a vote on the **third Custodian I/II position.**

MOTION

A motion was made by Tocco, supported by David Flynn, that **one (1) Custodian I/II position request be postponed.** *(see two notes listed below)

Commissioner Rengert asked what type of effect this delay will have. Ms. Arnott-Bryks said that there will be buildings that she will not have anybody to put in them. Certainly, the buildings are not going to be as clean.

* Note: During discussion, Mr. Herppich recommended not to delay reconfirming the third Custodian I/II position listed on the two-page document and that the ad hoc committee should determine which of the other two Custodian I/II positions should be delayed. Commissioner Tocco did not care which position it is.

Chair Camphous-Peterson called for a vote to **postpone one (1) Custodian I/II position** and **The Motion Carried with Slinde voting "No."**

* Note: Chair Camphous-Peterson referred to the two-page document and indicated that the Custodian I/II position with a date of 02-19-08 will be the one that is not approved at this point. It will not be reconfirmed.

One Licensed Boiler Operator/Refrigeration Maintenance 1st Class – Facilities & Operations

Ms. Arnott-Bryks said that this position is responsible for the HVAC equipment in all the county buildings. They have a substantial investment in mechanical systems. They have buildings with high pressure boilers. They have a lot of aging facilities, so they go out and maintain all the equipment in the county buildings.

MOTION

A motion was made by David Flynn, supported by Slinde, to reconfirm this position; **and forward to the Personnel Committee. The Motion Carried.**

Two Data Entry Clerks – Friend of the Court and One Enforcement Investigator – Friend of the Court

Commissioner Rengert requested to group all three positions together. Chair Camphous-Peterson noted that it looks like they are all -- Commissioner Rengert replied, 33% --

MOTION

A motion was made by Rengert, supported by David Flynn, to reconfirm all three positions; **and forward to the Personnel Committee.**

Commissioner Slinde asked Ms. Davidson if she absolutely needed all three positions, even though they are partially funded. Ms. Davidson replied, yes. These positions are all enforcement related; they are all 66% reimbursed. She noted that if they start dropping in their criteria of collections and enforcement, they are also jeopardizing losing additional monies, besides the 66%.

Commissioner Slinde asked if there were any other areas in the Friend of the Court Office that might be reduced. Ms. Davidson said that she heard there is a couple retirements coming down the road and there may be. During discussion, she noted that unfortunately the domestic relation caseload has not dropped and with a bad economy that tends to make more problems.

Chair Camphous-Peterson called for a vote on the motion and **The Motion Carried.**

One Personal Property Tax Collector – Treasurer

Mr. Moffitt indicated that this is a profit-making department for the Treasurer's Office. The figures and complete report were provided in committee packets. He thought they made about a half million dollars.

Board Chair Crouchman recalled that over the course of the last few years, the Treasurer's Department has cut staff substantially. Mr. Moffitt recalled that they have held open two positions, which was about four percent of their budget. They are continuing to look for ways to streamline more administrative type positions.

MOTION

A motion was made by Slinde, supported by David Flynn, to reconfirm this position; **and forward to the Personnel Committee. The Motion Carried.**

One Typist Clerk I/II – Veterans Services

Prior to the start of this committee meeting, a replacement questionnaire was distributed pertaining to this position.

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Chair Camphous-Peterson noted that no one was present from the Veterans Services Department. Mr. Herppich said that he placed a call this morning and left a voicemail message.

Chair Camphous-Peterson noted that this position is 100% county funded. She thought this item should be pushed back to next month. There was no objection.

ADJOURNMENT

MOTION

A motion was made by Slinde, supported by David Flynn, to adjourn the meeting at 10:20 a.m. **The Motion Carried.**

**Denise M. Jacks
Committee Reporter**